
PARISH OF RAPIDES

SALES AND USE TAX DEPARTMENT

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Statement of Position Refund Procedures

Rapides Parish Sales and Use Tax Department has established the following refund procedures.

A) Transactions in which the dealer collected taxes from a customer when no tax was due:

Before local sales tax can be refunded to the dealer, the dealer must provide documentation that the tax has been refunded to the customer(s) that paid the tax *with the claim for refund*.

All documentation that supports the refund request must accompany the claim for refund, including but not limited to copies of customer invoices. The dealer should also provide a detailed schedule of customers showing the amount of local sales taxes refunded directly to each customer.

B) All other refund requests – Clerical or mathematical errors on returns, taxes remitted to an incorrect parish, etc:

The dealer must provide *all documentation evidencing their claim for refund with the claim for refund*.

Depending on the size of the refund claim and the documentation required to evidence the claim, the dealer may submit the claim electronically to Rapides Parish Sales and Use Tax Department. However, it must be submitted timely to be considered filed prior to prescription running on the claim.

Any claim for refund submitted to Rapides Parish Sales & Use Tax Department without supporting evidence of the amount due will be **DENIED**.